

COVID-19 RESOURCES FOR IU EMPLOYEES

Guide to Time Off and Leaves—Effective July 1, 2020



Employees who are exhibiting signs of COVID-19 should NOT be on campus. Supervisors should immediately send home any employee who is exhibiting symptoms. Employees may be able to telework, but should not be expected to if they are ill. Visit the IU Human Resources FAQ at hr.iu.edu/relations/coronavirus.html for additional information.

KEY: EPSL = Emergency Paid Sick Leave KIH = Keep IU Healthy Leave EFMLA = Emergency Family Medical Leave Expansion Act

EMPLOYEE STATUS	EMPLOYEE CATEGORY			
	Support and Service Staff (CL, NU, NA, PN, RS, SS, TE, GS, LE, SM)	Non-Exempt Professional Staff (PAO)	Exempt Professional Staff (PAE)	Temporary Staff (including Students)
Off—COVID-19 Reason: Care for Self <i>(required to isolate, tested/presumed positive, exhibiting symptoms)</i> Effective July 1	EPSL/KIH Application Guide	EPSL/KIH Application Guide	EPSL/KIH Application Guide	EPSL/KIH Application Guide
Off—COVID-19 Reason: Care for Others <i>(caring for family who tested positive, exhibiting symptoms, etc.)</i> Effective July 1	EPSL Application Guide	EPSL Application Guide	EPSL Application Guide	EPSL Application Guide
Off—COVID-19 Reason: Childcare Effective July 1	EPSL / EFMLA Application Guide	EPSL / EFMLA Application Guide	EPSL / EFMLA Application Guide	EPSL / EFMLA Application Guide
Off—Non-COVID-19 Reason¹ <i>(have own accrued paid time off available)</i> Effective July 1	Vacation Time (VNL), Income Protection Time (Sick Time), Holiday Hours, Comp Time	Paid Time Off (PNL), Sick Bank, Holiday Accruals, Comp Time	Paid Time Off (PNL), Sick Bank, Holiday Accruals	N/A (will not receive pay)
Off—Non-COVID-19 Reason² <i>(NO accrued paid time off available)</i> Effective July 1	Absent Without Pay Without Time Off Accruals (ABS/ABE)	Absent Without Pay Without Time Off Accruals (ABS/ABE)	Absent Without Pay Without Time Off Accruals (ABS/ABE)	N/A (will not receive pay)
Off—Non-COVID-19 Reason³ <i>(on paid leave including Paid Parental Leave, Injury Leave, or Workers' Comp)</i>	Respective Leave Code	Respective Leave Code	Respective Leave Code	N/A (will not receive pay)

¹These employees are off work for potentially, their own vacation, illness not related to COVID-19, etc. For Vacation/PTO employees may continue to use the VNL/PNL codes, respectively. Employees who wish to take Income Protection or PTO Sick must meet the requirements to use that time per the applicable policy.

²These employees are off work for non-COVID-19 reasons and do not have accrued time.

³These employees are off work on paid leave including Paid Parental Leave, Injury Leave, or Workers' Compensation.